

## **JOB DESCRIPTION: Fundraising Officer**

### **Overview**

Under the direct supervision of the Executive Director, the Fundraising Officer is responsible for fund development operations. These include fundraising activities and collaborations, special events, reporting and record keeping. This position requires responsibility for developing and delivering fundraising strategies, supplementing existing grant funding with unrestricted finances from individuals, corporates, grant-makers and other sources.

The Fundraising Officer is involved in conducting and managing events and programmes from proposal right up to delivery to maintain a high level of public awareness about the work of the organisation and the importance of philanthropic donations to its programmes and services.

### **Key Responsibilities**

- **Building New Donor Relationship**
  - Develop creative fundraising activities, many of which involve organising events from proposal right up to delivery within a given budget
  - Identify and develop new funders by researching and targeting charitable trusts and major donors whose criteria match the organisation's vision and mission and could potentially make grants to the organisation
  - Develop outreach program to attract individual donors
- **Relationship Management**
  - Manage, develop, maintain and review collaborations with donors and supporting their events with assistance from Advocacy Team
  - Write tailored applications, addressing grant making priorities or requirements as specified by individual trusts and foundations
  - Work closely with Finance Officer to ensure funds are used effectively and economically and that finance reports are submitted to timely to donors
- **Brand Management**
  - Design and create support tools for marketing and social media purposes; collateral and corporate merchandise such as T-shirts and visuals or photos for social media content, fundraising activities and campaigns
  - Ensure consistent application of the brand guidelines
- **General**
  - Contribute to general administrative and operational support

### **Knowledge, skills and abilities required**

- Strong commitment to feminist principles and WAO vision, mission, and core values.
- Strong project management skills with the ability to manage, co-ordinate and prioritize multiple tasks and work autonomously under pressure of deadlines.
- Strong computer skills with proficiency in Microsoft Office (Word, Excel, and PowerPoint), web based communications, social media, and some basic design software knowledge.
- Ability to communicate orally and in writing with a variety of audiences, including individual donors, foundations, corporate donors and the community. Bilingual/biliterate in English/Bahasa Malaysia is required.
- People management skills that include diplomacy, negotiation and etc. Ability to work collaboratively and respectfully across all functional areas.
- Ability to work with diverse people, communities, and cultures, with an understanding of Social Perceptiveness.

### **Experience, education, and training:**

Any combination of education, work experience and training which substantially provides the knowledge, skills and abilities as stated in this job description. Examples are as follows: Bachelor's Degree in Business Management, Communications, Public Relations and etc with three or more years' of relevant work experience.